

Access for Office 365 Advanced

Length: 1 Day

Summary: You've covered many of the basic functions of Microsoft® Access®, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

Prerequisites: Access for Office 365 Introduction and Access for Office 365 Intermediate

You will:

- Share data across applications.
- Use action, unmatched, and duplicate queries to manage data.
- Create complex reports and forms.
- Use macros to improve user interface design.
- Use VBA to extend database capabilities.
- Perform database management tasks such as backup, compacting, repairing, performance analysis, checking object dependencies, and documenting.
- Implement security strategies and distribute a database to multiple users

COURSE CONTENT

IMPORTING AND EXPORTING TABLE DATA

- Import and Link Data
- Export Data
- Create a Mail Merge

USING QUERIES TO MANAGE DATA

- Create Action Queries
- Create Unmatched and Duplicate Queries

CREATING COMPLEX REPORTS AND FORMS

- Create Subreports
- Create a Navigation Form
- Show Details in Subforms and Popup Forms

CREATING ACCESS MACROS

- Create a Standalone Macro to Automate Repetitive Tasks
- Create a Macro to Program a User Interface Component
- Filter Records by Using a Condition
- Create a Data Macro

USING VBA TO EXTEND DATABASE CAPABILITIES

- Introduction to VBA
- Use VBA with Form Controls

MANAGING A DATABASE

- Back Up a Database
- Manage Performance Issues
- Document a Database

DISTRIBUTING AND SECURING A DATABASE

- Split a Database for Multiple-User Access
- Implement Security
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

APPENDIX A: MAPPING COURSE CONTENT TO ACCESS EXPERT (OFFICE 365 AND OFFICE 2019): EXAM MO-500

**APPENDIX B: MICROSOFT® ACCESS® FOR
OFFICE 365™ COMMON KEYBOARD SHORTCUTS**

**APPENDIX C: MORE QUERIES AND
CALCULATIONS**

APPENDIX D: COMMON SQL COMMANDS